

RECORDS RETENTION SCHEDULE

APPROVAL REQUEST

STD. 72 (REV. 2-96) (FMC Electronic)

TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)		(1) DEPARTMENT, BOARD OR COMMISSION Department of Developmental Services DIVISION, BUREAU OR OTHER UNIT Community Operations Division, Residential Program Section ADDRESS 1600 9th Street, Room 320, Sacramento, CA 95814		RECEIVE JAN 4 2002	
(916) 445-2294 or CALNET 485-2294	CHECK THE APPROPRIATE BOX (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) A new approval number will be assigned. (4) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER	(10) APPROVAL NUMBER	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED	
	97-18	98-029	1/30/98	1	

PART I--AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records (per Section 1611 of the State Administrative Manual), that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
	CRS II	12/16/01

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

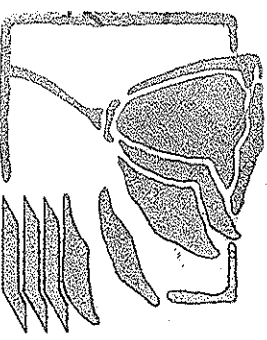
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST 	(17) TITLE Records Management Analyst	(19) TELEPHONE NUMBER (916) 654-2869	(20) DATE SIGNED 12/20/01
(18) NAME (Printed or Typed) Delmira Rosas-Pettit			
PART II--DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)			
(21) SIGNATURE--OIS CONSULTANT 	(22) APPROVAL NUMBER 98-029		
(23) TITLE Records Management Consultant	(24) DATE SIGNED 02-01-02		
PART III--ARCHIVAL SELECTION (Per Government Code Section 14755)		FOR ARCHIVES USE ONLY	

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives.

(26) ☒ Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE--DIRECTOR, STATE ARCHIVES AND MUSEUM 	(28) DATE SIGNED Feb. 19, 2002
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Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Department of Developmental Services

ORGANIZATIONAL UNIT

Community Operations Division, Residential Services Branch,
Health Facilities Program Section

ADDRESS (Number Street City)

1600 9th Street, Room 320, Sacramento, CA 95814

SCHEDULE NUMBER (2)

97-18

DATE (3)

12/18/01

PAGE 1 OF 2 PAGES

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

98-029

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept. (13)	SRC (14)	Total (15)		

Mission Statement: Manage crises related to the closure, or threatened closure, of residential programs.

Retention Criteria: Section Chief Policy, unless otherwise noted.

Destruction Criteria: Non-confidential wastepaper recycle, unless otherwise noted.

Program Management Records											
1	.4	NOTIFY ARCHIVES	Facility Alerts/Closures (Includes information and correspondence on facilities either closed or in danger of closing.)	P		5 years			5 years		
2	.4	NOTIFY ARCHIVES	Intermediate Care Facilities (Includes but not limited to correspondence, historical documents, information/training materials, and statistics.)	P		3 years			3 years	X	Exempt from disclose to the public per the Public Records Act, Section 6254 (c, k). Information and records shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients). Destruction: Confidential shred.
3	.16	NOTIFY ARCHIVES	Regulations (Includes but not limited to Alternative Rate Model Regulations, and Intermediate Care Facility/Developmentally Disabled Regulations.)	P		Active + 2 years			Active + 2 years		Active until adopted, then retain for two years.
4	36.66	NOTIFY ARCHIVES	Intermediate Care Facilities/Developmentally Disabled (DD), DD-Habilitative, DD-Nursing - Individual files for each facility including but not limited to facility program plan, approval letters, resumes, and medical licenses.)	P		Active		7 years	Active + 7 years	X	Active until case is closed, then transfer to the State Records Center for seven years. Exempt from disclose to the public per the Public Records Act, Section 6254 (c, k). Information and records shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients). Destruction: Confidential shred.
5	.13		Chronological Files	P		3 years			3 years		

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SCHEDULE NUMBER (2)

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Community Operations Division, Residential Services Branch,
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						Office (12)	Dept. (13)	SRC (14)	Total (15)		
6	.16		Administrative Mangement Records Personnel Documents (Includes but not limited to Individual Development Plans and Adverse Actions.)	P		Active				Active	XI Active until employee separates and then give to employee or destroy. Exempt from disclosure to the public per the Public Records Act, Section 6254 (c, k). Data subject may access per the Information Practices Act, Section 1798.34 (employees). Destruction: Confidential shred.